



FIJI PUBLIC SERVICE OFFICIAL CIRCULAR

No. 19/2009

DATE: 15th OCTOBER, 2009

ISSUED BY THE PUBLIC SERVICE COMMISSION

THE FIJI PUBLIC SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER

VACANCIES

ADVERTISEMENTS must be submitted on plain paper together with GP Form 140 for each vacancy.

APPLICATIONS for vacancies must be made on GP142 Form stating the appropriate reference number and submitted via the Head of the Employee's Department. All applicants must include their Curriculum Vitae (CV) with GP142 Form.

CLOSING DATE for all applications for the posts advertised in this circular will be 14 days from the date of publication shown above. Late applications will not be considered.

JOB DESCRIPTIONS Additional information may be obtained by contacting the Ministry or Department concerned.

CIRCULATIONS Permanent Secretary's and Heads of Departments are to ensure that copies of this circular are made available to all employees by distributing them as widely as possible. A copy should be placed on the Ministry/Department's Notice Board. Those going on in-service training abroad should make arrangements to be informed of matters of interest to them.

RECRUITMENT AND PROMOTION POLICY The Fiji Public Service is an equal employment opportunity employer and vacancies are opened to all Fiji citizens. The following extracts from the State Service Decree No.6 of 2009 should be considered in all cases.

"The recruitment of persons to a state service, the promotion of persons within a state service and the management of a state service must be based on the following principles:

- (a) *Government policies should be carried out effectively and efficiently and with due economy;*
- (b) *appointments and promotions should be on the basis of merit and equal opportunity;*
- (c) *men and women equally, and the members of all ethnic groups should have adequate and equal opportunities for training and advancement;*

APPOINTMENT AND PROMOTION The following extracts from Regulation 5 of the Public Service (General) Regulations, 1999 should be carefully observed by all recommending employees.

Subsection (1): The appointment or promotion of a person to an office pursuant to Part 6 Section 12 of the State Service Decree No.6 of 2009 must be made on the basis of merit after an open, competitive selection process, and in accordance with Part 6, Section 9 of State Service Decree No.6 of 2009.

Subsection (2): An appointment or promotion may only be made if -

- (a) the vacancy in the office, or a vacancy in an office with the same duties, was notified in a Public Service Official Circular within the last year as open to any citizen of the State;
- (b) an assessment has been made of the relative suitability of the candidates for the duties, after interview or using another competitive selection process;
- (c) the assessment was based on the relationship between the candidate's work-related qualities and the work-related qualities genuinely required for the duties;
- (d) the assessment focused on the relative capacity of the candidates to perform the duties.

Subsection (3): The following work-related qualities may be taken into account in making an assessment referred to in sub regulation (2): -

- (a) skills and abilities;
- (b) qualifications, training and competencies;
- (c) standard of work performance;
- (d) capacity to perform at the level required;
- (e) demonstrated potential for further development;
- (f) ability to contribute to team performance.

Subsection (4): Sub regulation (3) does not prevent any other relevant matter being taken into account.

Subsequently in accordance with the State Services Decree No.6 of 10th April, 2009, all appointments and promotions will be on three [3] years contract subject to performance review annually with effect from 10th April, 2009.

Parmesh Chand
Permanent Secretary for the Public Service

Applications on completed GP 142 for the following posts should be addressed to:

**The Permanent Secretary
Public Service Commission
P O Box 2211
Government Buildings
Suva**

PUBLIC SERVICE COMMISSION

2060/2009	DEPUTY SECRETARY
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This is a key management position within the Public Service Commission and is responsible to the Permanent Secretary for the Public Service for driving and overseeing the civil service reform programs. This will include managing a broad range of activities focused on human resource capacity development and institutional strengthening. The successful applicant will provide high level strategic policy advice to the Permanent Secretary and to the Commission; will be required to analyze complex management and governance issues and will be involved in the communication of these policy issues to Senior Management of Ministries and Departments. Ensure that the implementation of management policies aligned to the Public Service Guidelines and the adherence of personnel practice to the Public Service Act and Regulations and other relevant statutory requirements. Ensure the adequacy of the systems, structures and procedures to facilitate the efficient delivery and achievement of government goods and services. The management of corporate activities in the Commission is also a responsibility of this position and in this regard the incumbent has oversight of selection to all middle management and subordinate positions. The Public Service Commission Staff Board is chaired by the incumbent as well as the Public Service Training and Examination Board. Of particular importance is the pivotal role of the position in the processing of Strategic Development and Corporate planning in the Commission and the incumbent would need to be well versed with all facets of this. In the absence of the Permanent Secretary for the Public Service, the incumbent exercises control over all functions of the office of the Permanent Secretary to the Commission and with other Ministries and Departments is crucial.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$58,793 - \$73,757

2061/2009	CHIEF ADMINISTRATIVE OFFICER [DIRECTOR HUMAN RESOURCES]
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The Director Human Resources Management is responsible to the Permanent Secretary through the Deputy Secretary for the formulation, implementation and administration of other aspect of human resources management in the Civil Service including capacity building initiatives, succession planning, management development and performance management initiatives. The successful appointee will be responsible for performing the residual personnel functions of the Commission that are not delegated, and ensure the effective monitoring of the Commissions delegated under the State Services Decree, 2009 and statutory functions. One of the major challenges of the position is to ensure the full implementation of all policy matters relating to appointments of Officers into the Civil Service and the Senior Executive Services (SES). Provide advice and management support in the exercise of the Commission's powers under the State Services Decree and statutory powers pertaining to SES functions in the public service. Ensuring the best Human Resources practices are adopted and maintained, providing advice on matters regarding SES Officers, facilitate recruitment and selection of officers for SES positions and the Common User Cadre. Verifying individual cases brought to the

Commission's attention for the application of the Commission's residual functions, ensuring conformity to the statutory requirements relating to discipline service wide; the monitoring of the Commission's delegated powers; the provision of policy advice to the Commission's delegates and representing the Commission at tribunals. Ensure that the strengthening leadership capacity in Ministries and Departments are carried out and the formulation of competency based training programmes.

Qualification: Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required, is experience of negotiation/discussion with senior staff of Government and Non-Government Agencies. Officers should have shown well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decision. Proven ability to manage manpower and physical resources effectively is required in positions at this level, which have a bias towards Senior Management rather than policy and considerate work. The best graduate with specialist degrees entering the Service at SS04/03 or equivalent levels may achieve this level after not less than 13 years of service including at least 3 years at Principal level in their discipline. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during the career.

Salary: US04 \$45,198 - \$54,776

2062/2009	CHIEF ADMINISTRATIVE OFFICER [DIRECTOR OFFICE ACCOMODATION]
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This position reports to the Permanent Secretary for the Public Service through the Deputy Secretary on policy advice and management support for the Public Service for the provision of suitable office accommodation in terms of the requirements of the office, building regulations and compliance with Health and Safety at Work Act. Ensures that consistency and standardization of office accommodation, equipment and furniture by monitoring their acquisition service-wide. The incumbent is required to consult widely with the Ministry of Public Enterprise, Director of Lands, Director of Buildings, Solicitor General's Office, Ministry of Finance and the Office Accommodation

Committee with regards to Housing and Office accommodation policies. To establish effective and efficient channels of communication and maintenance of high standards of relationship with other Ministries and Departments at all times.

The major challenge for the position is to provide timely and suitable office space for government departments and the preparation of the Office Accommodation Division to operate as a commercial entity. To enhance and ensure proper working condition to all government rented office by producing a written agreement with the landlord to maintain the building from time to time and establish database on all government owned and rented premises.

Qualification: Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required, is experience of negotiation/discussion with senior staff of Government and Non-Government Agencies. Officers should have shown well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decision. Proven ability to manage manpower and physical resources effectively is required in positions at this level, which have a bias towards Senior Management rather than policy and considerate work. The best graduate with specialist degrees entering the Service at SS04/03 or equivalent levels may achieve this level after not less than 13 years of service including at least 3 years at Principal level in their discipline. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during the career.

Salary: US04 \$45,198 - \$54,776

MINISTRY OF FINANCE

2063/2009	DEPUTY SECRETARY [FINANCIAL & ASSET MANAGEMENT]
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The incumbent is one of the four (4) positions who reports directly to the Permanent Secretary of Finance. The Ministry is looking for a person who is well acquainted with and also has a broad knowledge of the domestic financial, capital and international markets and its operations. The incumbent is expected to have a good knowledge of the Fiji economy, especially the role of the Government and

the Reserve Bank of Fiji (RBF) in the development of the financial and capital markets in Fiji. He/She is expected to work very closely with the Reserve Bank of Fiji, Capital Markets Development Authority (CMDA) and other Financial Institutions in Fiji, with the principle objective of deepening reform in the domestic financial market. The successful applicant will head the Financial and Assets Management, whose principal accountabilities include the provision of sound financial policy advice to the Permanent Secretary of Finance on improving financial management and performance of Government and its public entities, drive the Financial Management Reform programme approved by the Government, management of Government's balance sheet through the supervision of all surcharge and write-off matters, and providing timely and accurate reports to the Minister and the Permanent Secretary of Finance. Ensuring the review of internal control systems in Ministries and Departments through regular audits and systematic follow-up to address weaknesses in the system and financial irregularities highlighted by such inspections and the Auditor-General's Report. Managing the development of policies for better management, control and monitoring of Government's investments and the implementation of these controls.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate

Salary: US02 \$58, 793 - \$73, 757

2064/2009	DEPUTY SECRETARY [BUDGET MANAGEMENT & ECONOMIC POLICY]
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The is one of the four (4) positions that reports directly to the Permanent Secretary. As head of the Budget Management & Economic Policy Division the Deputy Secretary is required to supervise and co-ordinate the Division's core role and functions. The principal accountabilities of the post is to provide sound economic and fiscal policy advice through reports on the fiscal position, macroeconomic situation, analysis of economic and fiscal issues in cabinet papers, review policy reports; management of government budget system through the production of budget strategy and rules report, preparation of financial circulars, revenue policy and the annual budget; facilitate the implementation of the FMR and FMIS; management of government aid resources through reports on relationships with donor agencies and policies, management of Government's scarce aid resources to ensure the optimum allocation of these resources to strategic sectors of the economy to facilitate growth; monitoring of policy and budget implementation by ensuring that the budget policies are properly implemented and proper management of financial resources; and human resources development for the staff. The applicant must possess a clear and concise understanding of the Fiji economy and the various Government economic, fiscal and social policies.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$58, 793 - \$73, 757

2065/2009	DEPUTY SECRETARY [ADMINISTRATION / FINANCE]
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The incumbent is one of the four(4) positions that reports directly to the Permanent Secretary. As head of the Administration Division the Deputy Secretary is responsible for the efficient functioning of various sections of the Administration Division. The incumbent is required to provide professional and timely advice and support to the Permanent Secretary and senior managers with regards to the overall operation of the ministry and ensures all operational processes are functioning and improved, staff morale and high performance rate is maintained at all times and high value for money on outputs achieved. The principal accountabilities of the post is to ensure the provision of efficient and effective administrative support to the Permanent Secretary, and to ensure ministerial services are met with regard to timeliness, accuracy and content of briefing. Ensure all personnel functions including staff recruitment are executed with due regard to policies, delegated authority, rules, regulations and HR practices; ensure OHS is promoted by facilitating OHS Committee's activities; ensure proper management of vehicle usage in the Ministries and the Service in adherence of the policies, rules, regulations and instructions in place; ensure training section of the Ministry carries out its functions effectively by responding to its changing training needs and meeting identified needs of the individuals of the Ministry; ensure IT support services is upgraded in terms of its capacity and quality; ensure media and public is provided with prompt response to their queries/inquiries; ensure Registry services are provided in an effective and efficient manner; ensure prompt processing of all write-offs reports and timely preparation of write-off report for presentation to Cabinet and Parliament; ensure proper exercise of Major Tender Board functions under the Finance (Supplies and Services) (General) Regulations and facilitate reform initiatives to establish the new Fiji Procurement Office; ensure Ministry's Board of Survey is conducted before the end of the year; ensure effective representation on Boards and Committees as the Ministry's representative/nominee.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is

required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$58, 793 - \$73, 757

MINISTRY OF HEALTH

2066/2009	DEPUTY SECRETARY [HOSPITAL SERVICES]
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Responsible to the Permanent Secretary for Health for the development and formulation of strategic health policies and translation into the priority health programs in accordance with the Ministry's Strategic and Corporate Plans. To provide advice to the Permanent Secretary on Clinical Services related issues. To monitor and evaluate the implementation of Clinical Service programs in the five main referral Hospitals [CWM, Lautoka, Labasa, St Giles & Tamavua/Twomey] to ensure effective delivery of care to the people of Fiji. To monitor the health system standards provided in all health facilities in Fiji. Ensures that the Ministry facilitates and abides by the relevant decrees and legislations and where necessary provide recommendations to the Permanent Secretary in relation to appropriate amendments.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is

required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$58, 793 - \$73, 757

2067/2009	DEPUTY SECRETARY [PUBLIC HEALTH]
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Responsible to the Permanent Secretary for Health for the development and formulation of strategic public health policies and translation into the priority health programs in accordance with the Ministry's Strategic and Corporate Plans. To provide advice to the Permanent Secretary on Public Health related issues. To monitor and evaluate the implementation of Public Health programs throughout Fiji to ensure effective delivery of Primary Health care to the people of Fiji. The broad programme areas include Communicable Diseases, Non-Communicable Disease, Reproductive health/sexual health/family planning & family health, Mental Health, Nutrition, Oral Health, Environmental health, Public health Laboratory and National Centre for Scientific Sciences in virology, vector Borne Diseases and other Disease Control, Health promotion, Epidemiology, Health care of the Elderly and Rehabilitation. Ensures that the Ministry facilitates and abides by the Public Health Act and where necessary provide recommendations to the Permanent Secretary in relation to appropriate amendments.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of

service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$58, 793 - \$73, 757

2068/2009	DEPUTY SECRETARY [ADMINISTRATION / FINANCE]
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Responsible to the Permanent Secretary for Health for managing the corporate infrastructure supporting day to day management of the Ministry of Health, including Human Resources, Financial Management Information Systems; and act as advisor to the Permanent Secretary and Minister for Health on corporate services issues. To provide support to the Permanent Secretary for Health on international health matters that relate to corporate services.

The incumbent would be expected to prepare, implement and review national Human Resource Management and Employee Relations policies and procedures including PMS, OHS and EEO in accordance with the HR Policies provided by the Public Service Commission and ensure uniformity of application of policies and procedures throughout the Ministry of Health. To organise, direct and monitor the introduction of Financial Management Reforms of the Public Finance Management Act into the existing financial and accounting systems and developing the necessary new financial management information systems to deal with purchaser/provider financial models; develop Purchaser/provider contract instruments for use within the Ministry; prepare, implement and monitor the Annual Budget in accordance with those models; oversee the introduction of information Management and Technology systems, policies, procedures and guidelines taking into account the varying levels of infrastructure development between the operational divisions; plan and facilitate implementation of infrastructure development and maintenance needs of health facilities throughout Fiji; and provide support and advice to the Permanent Secretary, the Medical Superintendents, the Divisional Medical Officers and Corporate Services staff, in respect of asset and contract management, human, financial, physical resource development and information management systems.

The incumbent would also be expected to provide general administration services for all divisions at Ministry of Health Headquarters and in particular manage, supervise and direct the following units: Human Resources, Financial Management and Information Services, to promote a quality customer service approach and ensure that quality Assurance/Management activities are operational and monitored in the Ministry of Health Headquarter. To ensure that the Ministry has an enhanced and effective, efficient and competent workforce through the promotion of an educational environment that is conducive to personal and professional development of staff, and that encourages the development, implementation and review of educational programmes and opportunities; and ensures that all staff in the Ministry of Health Headquarter are appropriately instructed on the requirement for confidentiality.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$58, 793 - \$73, 757

MINISTRY OF PROVINCIAL DEVELOPMENT,
MULTI-ETHNIC AFFAIRS AND NATIONAL
DISASTER MANAGEMENT

2069/2009	DEPUTY SECRETARY
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Responsible to the Permanent Secretary in providing leadership to strengthen the capacity of rural leaders through co-ordination and partnership within the Government and Non-Government Organizations.

Ensure community growth and development through the implementation of appropriate community capacity building initiatives and programmes. Facilitate National Support/Ancillary Services through the coordination and implementation of major national response activities in accordance with the stipulated guidelines and legislations. Ensure sound entity management through the implementation of best management practices and procedures. Provide adequate policy advice and support to facilitate the development of sound policies for the Ministry. Ensure the formal information and reporting requirements of the Ministry, Government, Statute, and Minister and relevant authorities are met in a timely and relevant manner. Ensure all Provincial Administration operation/activities comply and adhere to the relevant regulations and statutes. Ensure that a responsible and dynamic image is presented for the Provincial Administration in all its dealings by developing and maintaining excellent relations and representation with all relevant bodies within the industry.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with seni or staff of Government and non-Government Agencies. The Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$58, 793 - \$73, 757

MINISTRY OF EDUCATION, NATIONAL HERITAGE,
CULTURE AND ARTS, YOUTH AND SPORTS

2070/2009	DEPUTY SECRETARY [PRIMARY & SECONDARY]
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Responsible to the Permanent Secretary for Education for provision of advice to the Minister on matters relating to development of school, teaching staff and management of committees and divisional and district education offices. This will include development and recruitment of qualified and competent staffing for all primary and secondary schools and teacher training colleagues; management of industrial issues with staff unions and with school management committees; monitor school's establishment and negotiate improved teacher pupil ratios; administration of school establishment, school size; upgrading and downgrading of schools; management of affirmative action programmes for under performing schools and disadvantages rural remote schools; management and administration of school building and tuition grants, schools management boards matters; and any other matters assigned by the Permanent Secretary from time to time.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$58,793 - \$73,757

2071/2009	DEPUTY SECRETARY [ADMINISTRATION & FINANCE]
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Responsible to the Permanent Secretary for Education for all the administrative and financial functions of the Ministry. Duties include co-ordination of all recurrent and capital budget estimates of the Ministry including Government Schools, in the control of school expenditure and virements. Control of educational administration – Primary, Secondary, Vocational Education and Training. Responsible for co-ordination and implementation of Health and Safety at Work Act, Computerization, Security/Emergency/Contingency Plans. Participate in joint consultative meeting with PSC, Teacher Unions, Staff Associations and Statutory Bodies and chair the Ministry's Staff Board Meetings. Oversee preparation of Scholarship and In-Service Awards. Co-ordinate overseas studies and Teacher Schemes (Practicum Teaching). Co-ordinate National Celebrations involving schools. Representing the Ministry in DDC/Provincial Council Meetings and perform any other functions assigned from time to time by the Permanent Secretary.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$58,793 - \$73,757

MINISTRY OF NATIONAL PLANNING

2072/2009	DEPUTY SECRETARY
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Responsible to the Permanent Secretary for National Planning for the overall control, direction and supervision of the staff and coordination of national, social and economic development policies and planning. The Deputy Secretary is also required to advise the Permanent Secretary for National Planning on economic development policy issues. Duties which involve both technical and administrative functions include, formulation and planning of economic and social policies, budgetary policies and planning of resources allocation, monitoring and management of the economy, human resource allocation, human resource development planning, sectoral development planning, project planning and evaluation, formulation of prices and income policies, co-ordinate the provision of secretariat services to permanent and adhoc committees of the Government. The officer is also responsible for the preparation and control of the Department's annual budget. The Deputy Secretary is also required to liaise with the line Ministries Department, Statutory bodies and Private Sector in relation to these functions.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$58,793 - \$73,757

MINISTRY OF INDUSTRY AND TRADE

2073/2009	DEPUTY SECRETARY
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Responsible to the Permanent Secretary for Industry & Trade for providing policy advice, formulate and act on policy issues relating to investment, trade, commerce, industry consumer protection and fair trading. He/she is to ensure that the responsibilities and obligations of the Ministry are effectively discharged in order to expand and strengthen Fiji's economic and trade links, and integration into multilateral trading system. Promote the interest of consumers and indigenous people in commerce. Provide advice to the Permanent Secretary on any statutory obligations for which the Ministry is responsible. Maintain interaction and consultation with Government agencies and the private sector. The incumbent's role is to advise the Permanent Secretary for Industry, Tourism, Trade and Communication and Heads of Section on the Ministry. He/she supervises staff, work activities and resources of the Department of Industry, Department Trade and Commerce Division and ensures that qualified, competent and efficient staff are recruited and retained. The post holder represents the Ministry as member of the Major Tenders Board and Public Works Tenders Board and represents the Ministry at other Boards and Committees. Consultation with DS/PS of Government Agencies and the CEOs of Private Sector & Industry particularly in new investment proposals, as and when required.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate

higher-level qualifications has been completed during their career.

Salary: US02 \$58,793 - \$73,757

MINISTRY OF FOREIGN AFFAIRS,
INTERNATIONAL CO-OPERATION AND CIVIL
AVIATION

2074/2009	DEPUTY SECRETARY [INTERNATIONAL ECONOMIC AFFAIRS & TRADE]
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The incumbent will be expected to oversee and ensure the achievement of the following outputs: Manage the Economic and External Trade Division, including effective communication with staff, performance management and staff development, timely reporting and implementation of Ministry policies and achievement of Ministry's Economic and External trade goals described in the Corporate Plan; on matters relating to multilateral/plurilateral trade arrangements, undertake policy discussions and manage negotiations, monitor changes and progress and provide analysis, reports and recommendations to senior levels especially in relation to: Prospects for favourable market access of Fiji's manufactured goods, particularly in relation to negotiations for the Economic Partnership Agreement & Interim Agreement (ACP and EU Issues), WTO trade issues, Doha Development Rounds (DDA) and appropriate responses, recognition of Fiji's vulnerability, Special & Differential Treatment; on matters relating to regional and bilateral issues and organizations, participate in regional forum, negotiate for improved market access, monitor changes and progress and provide analysis, reports and recommendations to senior levels in relation: Look North Policy – ASEAN/APEC; PACER & PACER Plus; PICTA and PICTA Trade in Services; SPARTECA; Melanesian Spearhead Group (MSG); Bilateral Trade Agreements (Signed & Proposed): Australia, NZ, PNG, Vanuatu, Tuvalu, Cook Islands, Tonga, Solomon Islands, New Caledonia, and Kiribati; research and analyse the international trade environment, international market access arrangements, and maintain monitoring of trends and developments; prepare Cabinet submissions, ministerial speeches and communications for the PM and Minister; provide Trade Policy advice to the Minister through the Permanent Secretary; coordinate Fiji's involvement in external Trade issues through participation in various national and bilateral meetings, Trade Development Committee, Foreign

Office Consultations with India/Indonesia, BTA Trade Committees, Customs and Quarantine Committee, WTO Implementation Committee, and WTO Notification Committee and other WTO Sub-committees: TRIPS, Services Sector Groups, Agricultural Groups; maintain contacts and consultation with the private sector to ensure transmission of information to encourage External Trade and diversification. This will involve attendance at various functions. It will also entail contact with the Fiji Trade and Investment Board and bodies such as the Employers' Federation and communication with overseas missions, providing updates of information of relevance, and servicing their requests as necessary; represent Fiji at various international conferences and meetings, including the MSG Trade Officials Committee.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer should have shown evidence of well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$58,793 - \$73,757

2075/2009	DEPUTY SECRETARY [POLITICAL AND TREATIES]
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The incumbent will be responsible for the following outputs: Manage the Political & Treaties Division, Protocol Division and the Civil Aviation Division, including effective communication with staff, performance management and development, timely reporting and implementation of Ministry's policy and achievement of Ministry goals described in the Corporate Plan; on matters relating to multilateral arrangements, undertake policy discussions and

negotiations, monitor changes and progress and provide analysis, reports and recommendations to senior levels in relation to: UN issues including Human Rights, Gender, Environment, Poverty Alleviation, Security, and Peace Keeping; Commonwealth issues; ACP and EU issues, particularly the current review of the Cotonou Agreement and the EC's objectionable linkages of the good governance (essential elements) provision of Cotonou to the EPA and disbursement of development WTO political implications and appropriate responses; UN Subsidiaries: UNESCO, UNIDO, WHO etc; on matters relating to regional issues and organizations, participate in regional forum, negotiate for Fiji's position, monitor changes and progress and provide analysis, reports and recommendations to senior levels in relation to: Forum Secretariat, Forum Fisheries Agency, SOPAC, Pacific Community, Melanesian Spearhead Group, PIDP (PM's Office), ESCAP, etc; on matters relating to bilateral relationships, participate in meetings and negotiations for appropriate new relationships and developments in existing relationships. Monitor trends and changes and provide reports and recommendations to senior levels; ensure adequate level and effective performance of Protocol Services; coordination and involvement in meetings in relation to Conventions Memorandums of Understanding and Treaties; maintain a record of all Conventions, Memorandums of Understanding and Treaties to which Fiji is a signatory, and ensure the documents of these items stored securely; prepare credentials for presentation by Fijian representatives attending meetings overseas or functioning at Mission overseas; receive reports from Missions overseas and monitor international developments and trends, and provide advice and reports to senior levels; draft Cabinet submissions, ministerial speeches and communications for the PM and Minister; monitor international, regional and national issues; oversee the organization of international, regional and national Seminars and Conferences that fall under the Ministry's ambit of responsibility; maintain contacts and meetings on: Home Affairs Ministry regarding security matters; Air Services Agreements; various official dinners and functions as invited; line ministries regarding national issues.

Qualification: Previous experience in handling policy matters and assessed ability to give advice to the Permanent Secretary and at political level is required and experience in negotiations/discussions with senior staff of Government and non-Government Agencies. The Officer should have shown evidence of well-rounded forceful personalities with proven

intellectual capacity and the willingness and ability to take far-reaching decisions. Proven ability to manage manpower and physical resources effectively is required. The best graduate with specialist degrees entering the Service at SS03/04 or equivalent may achieve this level after not less than 16 years of service including at least 3 years at US03/04 level in their respective disciplines. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years of service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during their career.

Salary: US02 \$58,793 - \$73,757

DEPARTMENT OF FISHERIES AND FOREST

2076/2009	DEPUTY CONSERVATOR OF FORESTS [SERVICES]
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The Deputy Conservator of Forests (Operations) is responsible to the Conservator of Forests for the provision of appropriate technical advice and assistance which would lead to well researched policies of the forestry sector being formulated and implemented, supported by a legislative framework. He/She is responsible for planning, controlling, monitoring and evaluating the Department's of forestry's capital projects, ensures that all operational activities of the Department of Forestry are in compliance with the Forests Act.

The incumbent must ensure that the provision of corporate leadership and strategic thinking and sound management practices is implemented, to monitor, control and manage the Department's human and financial resources and assets under the jurisdiction of the Department. He/She will be expected to work with the Senior Management of the Ministry to achieve the Ministry's annual targets.

Qualification: Previous experience with policy matters and the assessed ability to give advice to the Permanent Secretary at political level is required, is experience of negotiation/discussion with senior staff of Government and Non-Government Agencies. Officers should have shown well-rounded forceful personalities with proven intellectual capacity and the willingness and ability to take far-reaching decision. Proven ability to manage manpower and physical resources effectively is required in positions at this level, which have a bias towards Senior Management

rather than policy and considerate work. The best graduate with specialist degrees entering the Service at SS04/03 or equivalent levels may achieve this level after not less than 13 years of service including at least 3 years at Principal level in their discipline. Non-specialist graduates and non-graduates may achieve this level with not less than 18 and 21 years service respectively unless specialized training leading to appropriate higher-level qualifications has been completed during the career.

Salary: US04 \$45, 198 - \$54, 776

PUBLIC SERVICE COMMISSION

2077/2009	PRINCIPAL ADMINISTRATIVE OFFICER [CLIENT SERVICES UNIT] EMPLOYEE RELATIONS DIVISION
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Responsible to the Director Employee Relations Division, for the effective operation of the Division dealing with Employment Relation cases. The incumbent is the Principal Advisor on Employee Relation matters and other cases and is responsible for properly vetting submissions prepared by subordinates, advising on format, procedures, interpreting and application of relevant rules and regulations. He/she prepares affidavit on Judicial Review cases. Vetting of Employment Disputes cases before Director's approval and submission to the Chief Mediators, Employee Relations Tribunal, Employment Relations Court on appointed dates through proper research and arguments based on verified justification as well as precedent cases. The position requires thorough knowledge of Employment Relations Promulgation, Workmen's Compensation Act, Pensions Act, Public Service Act and Regulations, General Orders, JIC Agreement and Policy Guidelines for effective negotiation, conciliation and handling of grievances. Upon request he/she should be able to assist Ministries/ Departments to interpret existing rules and regulations and policy guidelines including PSC Circulars, correctly. The incumbent is also required to make effective contribution towards Health and Safety at workplace and to attend relevant meetings as necessary. It is the responsibility of this position to provide sound advice to the management of Ministries/Departments to enable them to effectively manage their human resources in achieving their organizational outputs and to prevent development of Employment Disputes. The incumbent is responsible to the Director

Employee Relations for the effective management of the PSC-Group Insurance Scheme, involving both Policy and Operation and the Development and Monitoring of the Performance Management System (PMS).

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Administrative Officer and at least 2-3 years service in that grade or equivalent or relevant degree or Post graduate qualification and/or relevant skills and experience in this particular field in any other organisation. Ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade and proven to be a meritorious performer.

Salary: SS01 \$35, 466 - \$44, 787

2078/2009	ADMINISTRATIVE OFFICER [DISCIPLINARY TRIBUNAL]
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Responsible to the Clerk to Commission for the provision of quality advice and administer efficient and effective delivery of secretariat services to the Public Service Disciplinary Tribunal; ensure the availability of accurate and informative Tribunal records; provide the timely conveyance of the Tribunals decision and follow up actions; provide accurate and sound advice to relevant stakeholders; and the timely preparation of Tribunal Submissions to the Public Service Commission.

The appointee must be well versed with the Public Service Act 1999, Police Act, Prisons Act and their respective subordinate legislations, Financial Management Act 2004, PSC Strategic Plans and Intended outcomes and PSC Constitutional Statutory authority and applications service wide; good knowledge and understanding of government reform agendas and policies, Acts, operative circulars and guidelines applicable to the whole of government services; a good understanding of departmental administrative processes and extensive experience in budget and strategy formulation, staff management and functions relevant to corporate services.

Qualification: Qualifications required for appointment as Executive Officer with a pass in service exam E and at least 2-3 years service as an Executive Officer or equivalent or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Administrative Officer level. OR

A good University degree in Management/Public Administration/Business Studies or equivalent

Salary: SS03 \$20,335- \$25,990

2079/2009	EXECUTIVE OFFICER [SECRETARIAT]
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Responsible to the Clerk to the Commission through the Administrative Officer in executing the Commission's statutory authority in managing the Fiji Public Service. Assist the Administrative Officer with all duties relating to the timely and accurate compilation of Commission Papers and despatching to Commission Members; ensure the proper maintenance and filing of Commission records and updating of data electronically; ensure the timely and accurate compilation of the Secretariat Units Monthly and Quarterly Reports; timely despatching of Commission decisions to Ministries and Departments; arrangements of allowances and other expenses for Commissioners and logistics for Commission Meetings.

Qualification: Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 23 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

Salary: SS04 \$15,689- \$20,018

2080/2009	EXECUTIVE OFFICER [MONITORING UNIT] HUMAN RESOURCE MANAGEMENT
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The appointee will be responsible to the Principal Administrative Officer [Monitoring Unit] through the Senior Administrative Officer [Monitoring Unit] and the Administrative Officer [Monitoring Unit] for the following principal accountabilities: Analyze the submissions from ministries and departments; Research cases and past decision; verify documents to be in compliance with relevant statutes. Maintain database by compiling person to post listing from ministries and departments. Acknowledgement of correspondence from ministries and departments.

Process certificate of service received from respective ministries and departments. Gather and compile data for the quarterly report. Customer Service through telephone calls and attend to internal and external customers. Assist in the formulation of human resource policies, legislation, terms and conditions and other policy initiatives relative to the Unit's functions. To monitor ministries and departments compliance to relevant Decree, rules and regulations in the Public Service in regards to appointments and promotions and any other duties that may be assigned by the Principal Administrative Officer.

Qualification: Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 23 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

Salary: SS04 \$15,689- \$20,018

2081/2009	EXECUTIVE OFFICER [GOVERNMENT INFORMATION & REFERRAL CENTRE]
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Reports to the Manager Government Information & Referral Centre in providing a one stop government information service by ensuring excellent customer services delivery to clients. The incumbent must be able to contribute to the efficient operation of the GIRC through the use of the Unicenter application software & Elite soft phone, timely dispatch of issues to focal points of respective Ministries / Departments and ensuring that services are delivered within the agreed service level agreements. Additionally, the incumbent will be required to analyze statistics and produce monthly reports for the GIRC. A good knowledge of the government machinery is a vital component of the day to day operations.

Qualification: Qualifications required for appointment as Clerical Officer and a pass in Service Exam H (1), (2) and S and 23 years service in that grade or equivalent or relevant skills and experience in this particular field in any other organization. Assessed potential and ability to contribute in a management role. A good Form 7 pass with Computing Skills is desirable.

Salary: SS04 \$15,689 - \$20,018

2082/2009	SECRETARY [PA TO THE DIRECTOR OFFICE ACCOMODATION]
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Responsible for all the efficient secretarial operations and functions for the Director Office Accommodation in ensuring that tasks as assigned by the Director are implemented within the set timeframes and with the highest levels of output quality. To manage all the daily activities and requirements of the Director Office Accommodation's office. Ensures all appointments and meetings with respective stakeholders such as landlords, tenants and HOD's are properly documented and necessary follow-up is done to facilitate the effective and efficient communication network, files, briefs and other documents are well stored and retrievable when required. Arrange travel for the Director Office Accommodation and staff. To maintain discretion with confidential correspondence and maintain an appointment diary. The incumbent is required to manage office and answer enquiries on various matters regarding State assets. Must maintain very good telephone etiquette and good customer service.

Qualification: Diploma in Secretarial Studies and assessed as having considerable potential OR 60wpm typing on manual typewriter or 70wpm typing on electronic/electric typewriter and at least 3 years service as a typist or Stenographer typist or equivalent. Consistently good reports and considered to have discretion and ability to work effectively under pressure. 100wpm shorthand and word processing knowledge is essential. OR 60wpm typing on manual typewriter or 70wpm typing on electronic/electric typewriter and at least 3 years service as a typist or Stenographer typist or equivalent. Consistently good reports and considered to have discretion and ability to work effectively under pressure. Word processing knowledge and Computer Management skills are essential. Shorthand skill is advantageous.

Salary: SS04 \$15,689 - \$20,018

2083/2009	SECRETARY [PA TO THE DIRECTOR EMPLOYEE RELATIONS]
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The incumbent is responsible and accountable for the efficient and effective secretarial support services of the Employee Relations Division by ensuring that all the assigned tasks are completed in a professional, timely and accurate fashion and in meeting the expected standards of the Director Employee Relations. Ensures all appointments and meetings with respective stakeholders are properly documented and necessary follow-up is done to facilitate the effective and efficient communication network, files, briefs and other documents are well stored and retrievable when required.

To maintain discretion with confidential correspondence and maintain an appointment diary. Liaising constantly with senior management and PSC staff by prioritizing and redirecting enquiries and assignment of incoming correspondence to relevant Desk Officers on behalf of the Director ERD with Ministries/Departments/Statutory Organizations and Private Sectors. Must maintain very good telephone etiquette and good customer service.

Qualification: Diploma in Secretarial Studies and assessed as having considerable potential OR 60wpm typing on manual typewriter or 70wpm typing on electronic/electric typewriter and at least 3 years service as a typist or Stenographer typist or equivalent. Consistently good reports and considered to have discretion and ability to work effectively under pressure. 100wpm shorthand and word processing knowledge is essential. OR 60wpm typing on manual typewriter or 70wpm typing on electronic/electric typewriter and at least 3 years service as a typist or Stenographer typist or equivalent. Consistently good reports and considered to have discretion and ability to work effectively under pressure. Word processing knowledge and Computer Management skills are essential. Shorthand skill is advantageous.

Salary: SS04 \$15,689 - \$20,018

Applications on completed GP 142 for the following posts should be addressed to:

**The Deputy Secretary
Strategic Framework for Change Coordinating Office
P O Box 2645
Government Buildings
Suva**

2084/2009	PRINCIPAL INFORMATION OFFICER [WESTERN DIVISION]
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Manage all information related to the achievements and objectives of Government through the implementation of strategies and policies in the Strategic Framework for Change(SFC) and the Roadmap for Democracy and Sustainable Socio Economic Development (RDSSED) to ensure effective, consistent and timely delivery of services and communication strategies to achieve the organisations core objectives; provide research and administrative support towards the development of the print and electronic media including legislative and training programmes; and contribute to policy development advice, resource management, administrative planning and the organisations implementation and monitoring role; and furthermore demonstrate leadership qualities in the effective and efficient administration of all information on Governments achievements and objectives under the SFC and RDSSED. Coordinate planned efforts at maximizing inputs from the media division including features and supplements, and develop new strategies in propagating government SFC and RDSSED related activities utilizing the electronic and print media; submit project proposals, budgetary requirements and synopsis for SFC and RDSSED publicity materials; research material and produce messages and speeches relating to the SFC and RDSSED for ministerial and executive cadre as and when the need arises; coordinate inputs from divisional coordinators to promote effective communication strategies highlighting development activities; provide administrative support services in the implementation of plans, policies and procedures in the PR & Media Unit; assist ministries and departments in their public relations activities with their stakeholders on the SFC and RDSSED; and identify training requirements of staff and stakeholders in the promotion of the SFC and RDSSED.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Information Officer and at least 23 years service in that grade or equivalent or relevant degree or postgraduate qualifications and/or relevant skills and experience in this particular field in any other organisation. Assessed ability to manage staff and resources. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade. Considerable experience in journalism or film making desirable for certain posts, and proven to be a meritorious performer.

Salary: SS01 \$35,466 - \$44,787

2085/2009	INFORMATION OFFICER [NEWS / PUBLICATIONS]
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The primary role of the position is to facilitate the sharing, flowing and timely dissemination of factual and relevant information on Governments plans, policies, programmes and timelines as prescribed in Governments SFC and RDSSED through communication strategies such as media statements/releases and features; assist and encourage partnerships with other Government media liaison officers through their own mediums (radio, television, pamphlets, websites, press releases, feature articles) to promote and disseminate information regarding SFCCO as with the government bi-monthly newsletter New Dawn; active involvement in the Government Media Liaison Officers network currently administered by the Ministry of Information; assist in translating into the vernaculars of publications and other materials; provide commentary and analysis on daily media issues including responses to public enquiries on activities of the SFCCO; provide media facilitation of the SFCCO, media organisations and the public; establish rapport with the media; undertake public relations and promotional/marketing works through new media and audio visuals; and assist PR Officers and Divisional Coordinators in record keeping, facilitating radio talkback shows and other duties.

Qualification: Qualifications required for appointment as Assistant Information Officer and at least 23 years service in that grade or equivalent or relevant skills and experience in any other organisation.. Assessed potential and ability to progress beyond Information Officer. High standard of written English essential. OR A University Degree

in Journalism/Media/Information Studies or equivalent.

Salary: SS03 \$20,335 - \$25,990

2086/2009	INFORMATION OFFICER [PUBLIC AFFAIRS / SUPPLEMENTS]
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Collate, research and contribute news and feature articles on all facets of governments policies, plans, programmes and timeline achievements for publicity purposes; establish regular contact with Media Liaison Officers for publicity and dissemination purposes of projects relating to the SFC and RDSSSED; provide assistance to ministries and departments on their public relations requirements and public awareness programmes on SFC and RDSSSED issues; assist with the PAO Public Affairs in: coordinating planned efforts at maximizing inputs from other media officers including features and supplements, developing new strategies propagating government activities using the electronic and print media, coordinating inputs from divisional coordinators to promote effective communication strategies highlighting rural development activities, strengthening system of reporting with the view to establishing effective communication links between the SFCCO and other ministries and departments, and implementing agencies.

Qualification: Qualifications required for appointment as Assistant Information Officer and at least 23 years service in that grade or equivalent or relevant skills and experience in any other organisation.. Assessed potential and ability to progress beyond Information Officer. High standard of written English essential. OR A University Degree in Journalism/Media/Information Studies or equivalent.

Salary: SS03 \$20,335 - \$25,990

2087/2009	INFORMATION OFFICER [PUBLIC RELATIONS]
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Facilitate the sharing, flowing and timely dissemination of factual and relevant information on Governments Plans, policies, programmes and timelines as prescribed in the Strategic Framework for

Change(SFC) and the Roadmap for Democracy and Sustainable Socio Economic Development (RDSSSED) through consultations and public relations exercises; coordinate and support regular engagement with all government ministries and departments, at the Tikina and Provincial Council level and also with Rural Advisory Councils, leading villages and settlements, major non government organisations, civil society organisations, faith based organisations, municipal councils, trade unions and service organisations, all municipalities, boards and communities of Public Enterprises, major sporting bodies, the private sector and other major business houses. The incumbent will also be expected to be able to translate into the vernaculars certain SFCCO publications and other materials, and assist the National Monitoring Centre in information collation.

Qualification: Qualifications required for appointment as Assistant Information Officer and at least 2-3 years service in that grade or equivalent or relevant skills and experience in any other organisation.. Assessed potential and ability to progress beyond Information Officer. High standard of written English essential. OR A University Degree in Journalism/Media/Information Studies or equivalent.

Salary: SS03 \$20,335 - \$25,990

Applications on completed GP 142 for the following posts should be addressed to:

**The Permanent Secretary
Ministry of Finance
P O Box 2212
Government Buildings
Suva**

2088/2009	SENIOR AUDITOR
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The position is responsible to the Principal Auditor [Internal Audit] for the planning and audit of Government Ministries/Departments. The appointee is the team leader of the audit group and is required to supervise the work of staff in team; arrange for their training and any other duties as assigned by senior officers. Appointees should implement effective new audit methodologies.

Qualification: A degree in accounting and membership with the Fiji Institute of Accountants or a recognised professional body. He or she must have

2-3 years experience as an auditor and has managed the conduct of audits in this period. **OR** Qualifications required for appointment as an Auditor and at least 2-3 years service in that grade or equivalent. Consistently good reports and assessed potential and ability to progress beyond Senior Auditor level.

Salary: AC02 \$29, 935 - \$37, 982

2089/2009	AUDITOR
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The position is responsible to the Senior Auditor [Internal Audit] for the planning and conduct of internal audits of Government Ministries/Departments. The appointee will also be required to supervise the work of subordinate staff in the section, assist in the conduct of special audits and when required, to evaluate and report on the effectiveness of internal control systems in compliance with government policies, procedures and regulations.

Qualification: An Accounting degree and membership with the Fiji Institute of Accountants. The person appointed must have served in the private sector or the Department of Audit for a period of not less than 12 months and must demonstrate abilities to advance further than this level. **OR** He or she should be a team player, have acquired consistently good reports and assessed potential and ability to progress one grade beyond the Auditor position. Those who have served for two years or more may also be considered for the post. Graduates in accounting and auditing are better positioned for appointment to this level.

Salary: AC03 \$22, 799 - \$29, 730

FIJI PROCUREMENT OFFICE

2090/2009	AUDITOR [3 POSTS]
2091/2009	
2092/2009	

The Auditor is responsible to the Senior Auditor in assisting the assessing and reporting on compliance with procurement policy, processes and procedures and the risks of non compliance, assisting in the provision of procurement advice to the policy, tenders and logistics functions within FPO, and to Tenders Boards, government agencies and Ministers. He /She

is expected to assist in completing procurement audits in accordance with the procurement compliance audit programme, improve procurement activities in line agencies including value for money, cost reduction and process efficiency, by provision of compliance advice in conjunction with the FPO team and deliver compliance functions to meet the FPO strategic and operational objectives. The incumbent is expected to undertake compliance audits in accordance with the compliance programme, undertake assigned procurement audits with agencies or against FPO contracts and ensure management of contracts and projects are at an acceptable standard to minimise risks. He/She is required to assist in the provision of advice on effectiveness of and improvements to tendering and contract management processes and inventory control systems, assist in the development of some specialist industry procurement knowledge within the team including construction and IT and Obtain other specialist input where required in consultation with the Manager, Compliance. He/She is expected to possess a minimum of twelve months practical experience in audit or in developing compliance programmes, or in performance monitoring and process improvement, sound knowledge of procurement processes and procurement best practice, understanding of contract law and some financial experience including general understanding of financial statements and calculating key financial ratios and assessment of financial performance.

Qualification: An Accounting degree and membership with the Fiji Institute of Accountants. The person appointed must have served in the private sector or the Department of Audit for a period of not less than 12 months and must demonstrate abilities to advance further than this level. **OR** He or she should be a team player, have acquired consistently good reports and assessed potential and ability to progress one grade beyond the Auditor position. Those who have served for two years or more may also be considered for the post. Graduates in accounting and auditing are better positioned for appointment to this level.

Salary: AC03 \$22, 799 - \$29, 730

2093/2009 2094/2009 2095/2009 2096/2009 2097/2009 2098/2009	ADMINISTRATIVE ASSISTANT [6 POSTS]
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The Administrative Assistant is responsible to either the Director FPO or any of the four managers for the provision of administrative and clerical services in order to ensure effective and efficient operations. The incumbent is expected to establish effective administrative support mechanisms to ensure that the administrative functions are up to date, including paper based and electronic filing. He/She should be able to act as a key point of contact and, where appropriate, referring enquiries to the relevant manager or staff member in a helpful and professional manner, manage diary/appointments schedule and incoming telephone calls and monitor the distribution and process of incoming correspondence and other documentation on a daily basis to ensure timely responses. The appointee is expected to maintain working files and 'bring up' system documentation, provide word processing services as required including drafting routine correspondence, typing and formatting of documents and proof reading of final documentation, ensure that all official requests, correspondence and documents (e.g. Ministerial and PQs) are logged, distributed, monitored, and responses filed appropriately and research and collate information required for policy and operational development and review. The appointee should be able co-ordinate the collation and dissemination of management reports, arrange travel and accommodation, organize meetings as required, including booking rooms and equipment, ordering catering, distributing meeting papers and taking minutes. The incumbent is expected to have relevant administrative and/or secretarial experience and/or qualifications in office administration or secretarial studies must have a minimum of two years practical experience in an administrative assistant's role, experience in office administration and bookkeeping procedures, experience in using spreadsheet, word processing and presentation programs such as Microsoft Office and experience in front desk/reception service.

Qualification: A good pass in Fiji School Leaving Certificate or Form 7 or equivalent.

Salary: SS05 \$8,092 - \$15,001

Applications on completed GP 142 for the following posts should be addressed to:

The Director
Office of the Director of Public Prosecutions
P O Box 2355
Government Buildings
Suva

2099/2009	ASSISTANT DIRECTOR OF PUBLIC PROSECUTIONS [SUVA]
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The appointee shall be responsible to the Director of Public Prosecutions and assist him in the efficient management of the Department and enforcement of the Criminal Laws of Fiji. The appointee will prosecute trials of sensitive nature and of public interest, and appeals in the High Court, Court of Appeal and the Supreme Court of Fiji. The appointee shall act as Manager of the Serious Offences Unit, responsible for the effective and efficient organization and conduct of all cases. He/She may be required to assist the DPP in developing and implementing strategic policies, providing timely advice on legal and policy matters, and presenting training lectures to legal officers, police officers and members of other law enforcement agencies.

Qualification: Professionally qualified under the provisions of the Legal Practitioner Act with at least 10 years experience in the conduct of criminal prosecutions and appeals at all levels. Some administrative experience and proven management ability is necessary.

Serving officers must have served at least 2-3 years as Principal Legal Officer in this particular field.

Salary: LG02 \$52,839 - \$65,929

2100/2009 2101/2009	PRINCIPAL LEGAL OFFICER [2 POSTS]
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Responsible to the Director of Public Prosecutions in the following responsibilities: prosecuting criminal trials in the Magistrates Court and High Court and Appeals before the High Court and Fiji Court of Appeal; liaising with Police with respect to issues concerning investigations; rendering written opinions on evidence, charge, immunity and institution on

discontinuance of cases; assisting with training lectures; supervising Senior Legal Officers and Legal Officers in their work from and such other duties as may be assigned by the DPP.

Qualification: An officer of high calibre. Qualifications required for appointment as Senior Legal Officer and around 23 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Assessed ability to manage blocks of high-level work effectively. Must have demonstrated intellectual capacity, drive, determination and flair in existing grade, and ability to manage and motivate staff.

Salary: LG03 \$44, 203 - \$56, 762

2102/2009 2103/2009	SENIOR LEGAL OFFICER [2 POSTS]
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The appointee shall be responsible to the Director of Public Prosecutions for prosecution of criminal trials in the Magistrates and High Courts, and appeals in the High Court. The appointee must have a high level of advocacy, sound analytical skills, as well as knowledge of the Criminal Law and Procedure and Criminal Evidence and a proven ability to render timely legal opinions. He/She must be a good team worker, have a good interpersonal and communication skills and an ability to supervise legal officers in their work.

Qualification: Qualifications required for appointment as Legal Officer and around 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Assessed potential and ability to progress beyond Senior Legal Officer, and be able to manage and motivate staff.

Salary: LG04 \$31, 267 - \$41, 784

2104/2009 2105/2009	LEGAL OFFICER [2 POSTS]
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The appointee shall be responsible to the Director of Public Prosecutions for prosecution of criminal trials in the magistrates and appeals in the High Court. The

appointee must have a sound level of advocacy and legal analysis and understanding of Criminal Law and Procedure and an ability to render timely legal opinions. He/She must be a good team worker, have good interpersonal and communication skills. Must have experience in Criminal Prosecution.

Qualification: Professionally qualified under the provisions of the Legal Practitioner's Act.

Salary: LG05 \$24, 013 - \$29, 923

2106/2009 2107/2009	SUMMARY PROSECUTOR LEVEL 3 [2 POSTS]
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Prosecute allocated briefs of evidence in Court. Facilitate effective witness appearances in the district in liaison with the Fiji Police Department. Ensure the witness claims payments are carried out in accordance with established standards in the District Office. Oversee the procurement and proper utilization of office supplies in consultation with SP 1. Assist in ensuring that ancillary prosecution activities including: dispatch and receiving of dockets for preparation of cases, court orderly functions and care and custody of the prisoners within the court complex, are carried out in a timely and orderly fashion in accordance with established standards operating procedures. Contribute to the maintenance of effective lines of communication within the District Office by keeping updated of all developments pertinent to outcomes of meetings with other stakeholders within the law and justice sector or as a result of notifications issued by these stakeholders as disseminated by Summary Prosecutors Level 2 by adhering to all instructions and protocols established to enhance efficiency of prosecutions services within the District.

Qualification: Satisfactory Completion of Basic Prosecutions Course and at least 2-3 years experience as a summary prosecutors; or obtained a Diploma in Law or Prosecutions or LLB from a recognized tertiary institution. Assessed ability to contribute in a management role with potential for further advancement in a service career.

Salary: SP03 \$17, 314 - \$21, 314

Applications on completed GP 142 for the following posts should be addressed to:

The Permanent Secretary
Ministry of Primary Industries
Private Mail Bag
Raiwaqa

2108/2009	AGRICULTURAL TECHNICAL OFFICER [QUARANTINE - ROTUMA]
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Responsible to the Director [Quarantine] through the Principal Agricultural Officer for the coordination of all Quarantine operations of cargo inspections and clearances at the Post Office, Freight Stations and Warehouses. Ensure that screening of all incoming mails and parcels are facilitated and action/treatment undertaken are in accordance with the National Import Requirements [SPS]. Ensure that all appropriate national, regional and international measures, standards, procedures and regulations are implemented in the technical facilitation and adhered to and that prompt inspections are carried out based on sound and scientific decisions on merchandise with minimal loss or damage inflicted from such inspection or treatments and the timely delivery of services. Ensure that import requirements are met on all commercial and personal cargo before clearance will take place at the nearest available points of entry and approved premises for such purposes. Carry out consultation with stakeholders on matters regarding Quarantine on any problems that may arise in the execution of duties. Ensure timely compilation and submission of reports to management and provide technical in-house training to subordinates in accordance with Quarantine requirements.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

Salary: PR04 \$15,689 - \$20,018

2109/2009	ACCOUNTS OFFICER [LABASA]
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Responsible to the Principal Agricultural Officer [Northern] for the training and allocating of duties to Clerical Officers in the Northern Division. Disbursement of capital and operating fund to various cost centres. Control expenditure revenue and maintenance of proper records. Collect and verify financial returns before submission to Headquarters. Carry out monthly reconciliation of expenditure. Provide financial and accounting advise to Principal Agricultural Officer [Northern] and carry out inspection of all stations on equipment inventories and financial records. Liaise with Principal Accounts Officer on all financial matters.

Qualification: A degree in Accounting, Finance or Business Studies and preferably a member of the Fiji Institute of Accountants or a recognized or an equivalent/ recognized professional body. **OR** He/She should have served at least 2 years as Assistant Accounts Office and have demonstrated intellectual capacity, drive, determination and flair in existing grade or position. Should be a team player and has acquired consistently good reports.

Salary: AC03 \$22,799 - \$29,730

2110/2009	STOREMAN [EXTENSION - SAVUSAVU]
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Responsible to the Director Extension through the Accounts Officer (Northern) for all stores related activities involving stores acquisitions, documentations, of incoming and outgoing stores, maintain records, tally records and inventory. Assist in the Board Survey of various unit's stores in the Division and carry out Board of Survey for Quarters. Assist accounts unit on market research and payments of accounts. Conduct storeman training in outer stations. Monitor vehicle movement and compile stores and vehicle reports. Consult Head of Sections on stores upkeep and management.

Qualification: A pass in Fiji School Leaving Certificate, Form 7 or equivalent.

Salary: SK05 \$7,560 - \$13,739

2111/2009	SENIOR AGRICULTURAL OFFICER [EXTENSION – REWA]
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Responsible to Principal Agricultural Officer (Central) for planning and co-ordinating crop extension activities for Rewa Province. Provide administrative, technical and moral support to field staff in Tailevu. Identify technical and administrative constraints within the Tailevu Agricultural Office. Plan work programme in detail for implementation. Identify staff training needs. Prepare annual budget estimates, annual work programme and progress reports on work programme. Attend to Provincial Council meetings as Technical Advisor in matter relating to Agricultural Development in the province.

Qualification: Qualifications required for appointment as an Agricultural Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation with meritorious performance.

Salary: PR02 \$26, 063- \$34, 175

2112/2009	AGRICULTURAL OFFICER [EXTENSION - TREE CROPS]
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Responsible to the Principal Agricultural Officer (Northern) through the Senior Agricultural Officer in liaising closely with the Research Division and overseas counter-parts on the latest technical information on the Specific Crop. Procure and disseminate technical information in the right forms of staff and farmers use. Initiate and formulate training courses and be responsible for the training of staff and farmers. Work closely with respective Senior Agricultural Officers and Principal Agricultural Officers in the Division on Crop Development Programmes, Annual Budget Estimates and the Work Programme for implementation. Liaise closely with Marketing Agents and keep abreast on the control methods, pricing and marketing of crops. Responsible for the collection and compilation of the crop data and liaise closely with other Ministries and Organizations on the implementation of the Crop Policies and objectives.

Qualification: Qualifications required for appointment as Assistant Agricultural Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good

reports with demonstrated ability to supervise and control staff and ability to perform effectively in rural situations. **OR** A good degree in an appropriate Agricultural discipline.

Salary: PR03 \$20, 335- \$26, 810

2113/2009	AGRICULTURAL OFFICER [EXTENSION - NAITASIRI]
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Responsible to the Senior Agricultural Officer (Naitasiri) for formulating Agricultural development work programme. Organise and conduct farmers meeting to discuss agricultural developments and programmes. Assist in the provision of information and statistical data through consultation with stakeholders for the improvement of the agricultural sector and assist in the development of MAFF Development plan. Ensure effective and efficient implementations of programmes in the province of Naitasiri by developing appropriate plan and monitoring system. Ensure appropriate management of expenditure by regular monitoring and coordination in compliance with appropriate financial regulations. Effective management of human resource through implementations of PMS and development of relevant capacity building staff through developing of training plan. Prepare project papers of project identifies to be a viable for the Senior Agricultural Officer to screen and for its eventual funding in all commodities.

Qualification: Qualifications required for appointment as Assistant Agricultural Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with demonstrated ability to supervise and control staff and ability to perform effectively in rural situations; **OR** A good degree in an appropriate Agricultural discipline.

Salary: PR03 \$20, 335- \$26, 810

2114/2009	AGRICULTURAL OFFICER [EXTENSION - NADROGA/NAVOSA]
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Responsible to Director Extension through the Senior Agricultural Officer (Nadroga/Navosa) for preparing Annual Work Programme/Budget supervision and implementation of approved Work Plan for settlements in Nadroga/Navosa. Responsible for the

identification, preparation implementation and evaluation of all agricultural projects and tikina based work program in Nadroga/Navosa. Provide an integrated approach with other government ministries in the province to assist development of agriculture in the region to enhance the achievement of the Ministry's Mission. Provide time and quality reports to Northern division headquarters when required.

Qualification: Qualifications required for appointment as Assistant Agricultural Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with demonstrated ability to supervise and control staff and ability to perform effectively in rural situations; **OR** A good degree in an appropriate Agricultural discipline.

Salary: PR03 \$20, 335 - \$26, 810

2115/2009	AGRICULTURAL OFFICER [EXTENSION – FARM MANAGEMENT]
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Responsible to the Director Extension through the Senior Agricultural Officer (Farm Management) for formulating development proposals for individual or communal agricultural projects, provide on call farm appraisal/consultancy service to all communities. Conduct monitoring/evaluation of all government funded projects. Prepare & submit reports/expenditure returns on regular basis. Preparation of extension budget.

Qualification: Qualifications required for appointment as Assistant Agricultural Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with demonstrated ability to supervise and control staff and ability to perform effectively in rural situations; **OR** A good degree in an appropriate Agricultural discipline.

Salary: PR03 \$20, 335 - \$26, 810

2116/2009	AGRICULTURAL TECHNICAL OFFICER [EXTENSION - LOMAIVITI]
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Responsible to the Senior Agricultural Officer for coordinating extension activities for Lomaiviti Province. Provide administrative, technical and moral support to field staff. Identify technical and administrative constraints within the Agricultural Officer. Plan work programme in detail for implementation. Identify staff training need. Prepare annual budget estimates, annual work programme. Attend to Provincial Council Meetings as Technical Advisor in matter relating to Agricultural Development in the province.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations. **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

Salary: PR04 \$15, 689 - \$20, 018

2117/2009	AGRICULTURAL TECHNICAL OFFICER [EXTENSION – CAKAUDROVE]
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Responsible to the Principal Agricultural Officer through the Agricultural Officer for the organisation and implementation of the Ministry's work programmes as assigned for each area. Supervise daily activities of subordinate locality field officers and assist the Agricultural Officer in identifying specific areas for development and liase with other agencies involved in agricultural development. Identify farmers training needs and assist Agricultural Officer in formulating relevant training activities. Prepare monthly and quarterly progress reports, assist farmers on their Fiji Development Bank loan assessment and make recommendations to the bank. Liase with Agricultural officer (Farm Mechanisation) in land development programme and assist with land development work within the province, layout of demonstration plots and organise exposure of method

and results to farmers. Assist the Agricultural Officer in preparing district work plans.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations. **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

Salary: PR04 \$15, 689 - \$20, 018

2118/2009	SENIOR RESEARCH OFFICER [HORTICULTURE – FRUITS]
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Responsible to the Principal Research Officer (Horticulture) for the implementation and coordination of the fruit research programme involving preparation of annual work budget, preparation of research trials, data collection analysis interpretation and writing scientific papers. Develop appropriate systems and methods to control disease/nematodes attacking plantation, document findings and advise on technical matters pertaining to quarantine. Plan, and conduct field and laboratory experiments and research. Collect on farm and research data and analyse interpret the results. Develop, design and implement research programmes. Publish research work in form of scientific papers and adversary leaflets. Survey and identify plant disease in economic fruits and plantations. Monitor and diagnose disease out-breaks and advise on control and eradication procedures. Prepare quarterly and annual reports, budget estimates for disease management project and programmes. Advise on plant-seed importation and quarantine requirements. Organise/manage staff, train subordinates, agricultural staff and farmers on integrated disease management. Assist Principal Research Officer (Horticulture) in the administrative, financial, human resource management/development and organisation of the plant protection section.

Qualification: Qualifications required for appointment as Research Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization. Particular specialist experience will be required for most posts, and the ability to manage and train staff.

Salary: SC02 \$27, 597 - \$38, 315

2119/2009	SENIOR RESEARCH OFFICER [AGRONOMY - ROOTCROPS]
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Responsible to the Director Research through the Principal Research Officer (Agronomy) for all aspects of field and laboratory root crop research. The work entails initiating and planning root-crop trials, budgeting, developing appropriate systems and technologies. The incumbent carries out the assessment and evaluation of root crop trials, compilation of progress reports, prepare technical bulletin. Manage resources and provide on the job training to staff and employee, liaise with stakeholders on root crop activities, maintain root crop germplasm.

Qualification: Qualifications required for appointment as Research Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organization. Particular specialist experience will be required for most posts, and the ability to manage and train staff.

Salary: SC02 \$27, 597 - \$38, 315

2120/2009	TECHNICAL OFFICER II [AGRONOMY]
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Responsible to Director Research through the Research Officer (Agronomy) for assisting in developing and cooperate and business plan for the Research Division. Ensure that the agronomy work annual programmes are implemented on a timely basis. Liaise with technical and professional staff, organizations on matters relating to agronomy issues. Monitor daily progress of Agronomy research experiments. Provide advice to Quarantine and Extension staff and farmers on the management of agronomy problems. Monitor timely preparation of reports.

Qualification: Qualifications required for appointment as Senior Technical Assistant and around 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Ordinary Technicians Diploma or equivalent relevant qualification in his field

eg. Meteorological Observer Senior Examination Q[1].

Salary: ST04 \$15, 689 - \$20, 018

2121/2009	TECHNICAL OFFICER II [HORTICULTURE - FRUITS]
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Responsible to the Principal Research Officer [Horticulture] through the Senior Research Officer [Vegetables/Cereals] for assisting in planning, formulating and implementing research crop trials, introduction of improved varieties and dissemination of information to farmers through extension officer. The incumbent will coordinate and implement, monitor and evaluate implementation ensuring that the research activities undertaken are in timely and efficient manner, provide timely reports conforming to the requirements and maintain physical, financial and human resources.

Qualification: Qualifications required for appointment as Senior Technical Assistant and around 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Ordinary Technicians Diploma or equivalent relevant qualification in his field eg. Meteorological Observer Senior Examination Q[1].

Salary: ST04 \$15, 689 - \$20, 018

2122/2009	RESEARCH OFFICER [PLANT PROTECTION – ENTOMOLOGY]
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Responsible to the Director Research through the Senior Research Officer (Plant Protection) in all aspects of field and laboratory work in plant pathology. Develop appropriate systems and methods to control disease/nematodes attacking crops plantation, document findings and advise on technical matters pertaining to quarantine. Plan, and conduct field and laboratory experiments and research. Collect on farm and research data and analyse interpret the results. Develop, design and implement research programmes. Publish research work in form of scientific papers and adversary leaflets. Survey and identify plant disease in economic crops and plantations. Monitor and diagnose disease out-breaks

and advise on control and eradication procedures. Prepare quarterly and annual reports, budget estimates for disease management project and programmes. Advise on plant-seed importation and quarantine requirements. Organise/manage staff, train subordinates, agricultural staff and farmers on integrated disease management. Assist Principal Research Officer (Plant Protection) in the administrative, financial, human resource management/development and organisation of the plant protection section.

Qualification: A recognised and good Degree in an appropriate discipline and/or relevant skills and experience in this particular field in any other organization with the potential to become a specialist in their selected field.

Salary: SC03 \$18, 646 - \$31, 240

2123/2009	SENIOR ENGINEER [CIVIL – WATER RESOURCES MANAGEMENT]
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Responsible to Principal Engineer (Drainage & Irrigation) in planning, organising and carrying out investigation, feasibility design studies and construction works in drainage and irrigation projects, river engineering works, rural roading, village upgrading, land development projects and maintenance of completed irrigation and drainage schemes of the Division. Carry out operation, maintenance and monitoring works in the existing project of the Division. Provide necessary data to Design section for investigations and design of project/schemes in the Division. Advise Drainage Boards and other relevant parties on technical aspects. Assist Principal Engineer in preparation of budget submissions. Prepare work programme and cost estimates, progress a full report of projects and other engineering activities. Verify all progress payments for engineering works satisfactorily completed according to design and specifications. Provide technical advise to other Ministries as required in engineering works. Provide training and guidance to subordinate staff. Investigate, implement and monitor Watershed/Water Resource development and management programme. Designing, tendering, construction and monitoring of the projects for Drainage and Irrigation Section, River Engineering Section and Rural Development activities.

Qualification: Corporate membership of a recognised Institute or recognised equivalent qualifications and at least 3 years post graduate experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree. Consistently good reports with at least one superior performance assessment at EP05 and assessed potential and ability to contribute at Senior level. Particular specialist experience may be required for some posts.

Salary: EP04 \$30, 836 - \$41, 068

2124/2009	ENGINEER [DESIGN]
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Assist Senior Engineer (Construction) in planning, programming and undertaking construction supervision of drainage, irrigation, river engineering rural roading, village upgrading, land development and other engineering works. Undertake operational, maintenance and monitoring work in the existing drainage and irrigation scheme. Investigate proposed new schemes including feasibility studies, preliminary designs and assist the Senior Engineer to prepare contract documents. Attend meetings as required by the Senior Engineer (Construction) and advising on engineering matters. Assist the Senior Engineer in budget work programme control of the contract works. Prepare work record, prepare physical progress and financial expenditure reports including annual reports. Verify contractors claims for progress payments of engineering works satisfactorily completed. Safe custody and maintenance of equipment. Supervise and train subordinate staff. Prepare Bill of Quantities and cost estimates of the works as and when required.

Qualification: A recognised degree in Civil Engineering or relevant specialisation with no relevant work experience and/or relevant skills and experience in this particular field in any other organisation or relevant degree.

Salary: EP05 \$23, 888 - \$30, 342

2125/2009	TECHNICAL OFFICER/SUPERVISOR [CIVIL – DESIGN]
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Responsible to the Senior Engineer for site supervision of construction works to ensure compliance with designs and specifications. Carry out calculation of earthwork volumes, quantities of materials, cost estimates of engineering works and tally sheets of hired machineries and plant maintenance of construction dairies, prepare minor engineering designs and prepare engineering drawings for as built records. Carry out investigations of drainage problems and preliminary investigations for design and constructions of proposed new drainage schemes, care and control of construction, items and other engineering equipment, prepare progress report and other engineering reports and control and proper recording of construction expenditures. Assist the Senior Engineer in project implementation, maintenance work and project monitoring, check contractors claims for progress payments and attend meetings invdving engineering matters when required. Allocate work and supervise subordinate staff.

Qualification: Ordinary Technician Diploma or equivalent qualification and at least 2-3 years service in the ES06 grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with at least one superior performance assessment and with demonstrated ability to supervise and control staff.

Salary: ES05 \$15, 691 - \$20, 410

2126/2009	SENIOR TECHNICAL ASSISTANT [CIVIL]
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Responsible to the Technical Officer. The Primary role of this position is to assist in engineering investigation, design and construction supervision of land drainage, irrigation, water resources and river engineering works.

Qualification: A pass in Fiji School Leaving Certificate, Form 7 or equivalent OR Completion of an appropriate apprenticeship course in their discipline

OR A minimum of 6 years relevant experience in an appropriate engineering field and demonstrated ability and drive.

Salary: ES06 \$7,629- \$14,819

2127/2009	AGRICULTURAL TECHNICAL OFFICER [OPERATIONS]
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Responsible to the Senior Technical Officer (Operation and Maintenance) for planning, directing and coordinating the provision of river dredging services ensuring that its is undertaken in a timely and efficient manner. Prepare work plan ensuring that it is implemented to meet agreed targets. Communicating objectives effectively, provide direction and guidance, motivate and encourage subordinates to achieve desired results. Co-ordinate maintenance activities ensuring that workmanship and quality comply with standard specifications and approved code of practice. Assist in the selection and recruitment process to ensure that skilled competent workforce is maintained. Analyses weekly report, identify areas for improvement and take necessary action to reduce operation downtime.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

Salary: PR04 \$15,689 - \$20,018

2128/2009	AGRICULTURAL TECHNICAL OFFICER [RIVER ENGINEERING – HYDROLOGY]
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Carry out water resource monitoring, data analysis and reporting. Maintain hydrological database and river level monitoring network. Carry out operational maintenance, data analysis and report presentation. Assist in environmental planning, assessment and

evaluation of civil construction works in land drainage, irrigation, river dredging and watershed management. Safe custody and maintenance of equipment. Supervise and train subordinate

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

Salary: PR04 \$15,689 - \$20,018

2129/2009	VETERINARY OFFICER
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Responsible to the Senior Veterinary Officer (Investigation-Vet Pathologist) for field veterinary investigation duties involving large and small ruminants, monogastrics, dog and cats, pet birds, bees and other farm animals. Carry out veterinary pathology and investigations in the field on disease incidences and outbreaks. Analyse samples collected from the field investigations at the veterinary pathology and to recommend treatment in accordance with laboratory results. Monitor field disease epidemiology surveys and conduct research on bovine tuberculosis, mastitis, exotic and endemic livestock disease in the field. Design and implement disease traceback from the abattoirs, processing plants, canneries and laboratory to the farms with a view to treating and resolving these problems in the field. The incumbent will also be re required to provide regular updates and technical bulletins for livestock officers regarding veterinary pharmaceuticals and equipment. Assist the Senior Veterinary Officer (Investigation-Vet Pathologist) in the day to day running of the veterinary pathology laboratory and ensure proper management of financial, physical and human resources allocated to the Laboratory. Lecture Fiji College of Agriculture students in animal health and instruct staff in veterinary procedures and techniques as required including coordination and implementation of veterinary training.

Qualification: A recognised Veterinary Science degree registrable under the Veterinary Surgeon's

Ordinance and with the ability to perform effectively in rural situations.

Salary: VR03 \$23, 823 - \$30, 339

2130/2009	AGRICULTURAL TECHNICAL OFFICER [BTECH]
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Responsible to the Principal Veterinary Officer through Agricultural Officer (Regulatory) for the enforcement of and compliance to the Animal contagious disease act chapter 160 under the laws of Fiji. Supervise and coordinate the BTEC work program, i.e. testing of animals and disease eradication. Submission of timely reports. Prepare weekly, monthly and annual report and updates on the disease status and far, classification with the monitoring of cattle movement to reduce the risk of spreading the disease. Provide technical advice to locality staff on annual movement and testing issues. Prepare PSIP and RIE to be submitted for approval through the EP&S to Ministry of Finance. Co-ordinate with farmers for testing programmes and related issues. Arrange proper removal of all diseased animals from farms to the abattoir. Coordinate and prepare programme for BTEC nationally and also assist in regulatory activities.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

Salary: PRO4 \$15, 689 - \$20, 018

2131/2009	AGRICULTURAL OFFICER [AH & P – TAILEVU / NAITASIRI]
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Responsible to the Senior Agricultural Officer [AH & P – Central/Eastern] for coordinating, planning and execution of all livestock production extension activities, animal health and enforcement of laws and regulation related to livestock under the Animal Health Act within the provinces of Tailevu/Naitasiri

and be based in Nausori. Assist with the general control and prevention of animal diseases in the two provinces of Tailevu/Naitasiri. Provide backup service and moral support to technical staff on the Animal Health and Production issues. Assist in supervision of clinical and regulatory work with particular emphasis on Brucellosis and Tuberculosis Eradication Campaign, Meat Inspection and Surveillance, Brand Registration, Animal Licenses and Dog Control Campaign. Co-ordinate the Tailevu/Naitasiri province capital programmes. Assist the Senior Agricultural Officer [AH & P – Central Eastern] with administrative duties by collecting data and compiling monthly, quarterly and Annual reports for the Division. Carry out any other duties that may be required from time to time by the SAO [AH & P – Central/Eastern]. Management and supervision of staff, financial and other resources allocated to the Provinces.

Qualification: Qualifications required for appointment as Assistant Agricultural Officer and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Consistently good reports with demonstrated ability to supervise and control staff and ability to perform effectively in rural situations; **OR** A good degree in an appropriate Agricultural discipline.

Salary: PRO3 \$20, 335 - \$26, 810

2132/2009	AGRICULTURAL TECHNICAL OFFICER [AH & P – NAITASIRI]
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Responsible to the Senior Agricultural Officer for coordination, planning and execution of all livestock production and extension activities, animal health & enforcement of laws and regulation relating to livestock under the Animal Health Act in the Naitasiri province. Supervise and coordinate work programme clinical regulatory, disease eradication meat inspection and surveillance, animal licence and dog campaign. Prepare monthly, quarterly and yearly reports and provide technical service to field staff on animal production matters.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to

perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

Salary: PRO4 \$15, 689 - \$20, 018

2133/2009	AGRICULTURAL TECHNICAL OFFICER [AH & P – SOUTH WEST]
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Responsible to the Agricultural Officer [AH & P – South/West] for the co-ordination, planning and execution of all livestock production and extension activities, animal health & enforcement of laws and regulation relating to livestock under the animal health act in the province. Supervise and co-ordinate work program, clinical, regulatory, disease eradication, meat inspection and surveillance, animal license and dog campaign. Prepare monthly, quarterly and yearly reports and provide technical service to field staff on animal production matters.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

Salary: PRO4 \$15, 689 - \$20, 018

2134/2009	AGRICULTURAL TECHNICAL OFFICER [AH & P – YALAVOU]
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Responsible to the Agricultural Officer [AH & P – South/West] for the co-ordination, planning and execution of all livestock production and extension activities, animal health & enforcement of laws and regulation relating to livestock under the animal health act in the province. Supervise and co-ordinate work program me, clinical, regulatory, disease eradication, meat inspection and surveillance, animal license and dog campaign. Prepare monthly, quarterly and yearly reports and provide technical service to field staff on animal production matters.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

Salary: PRO4 \$15, 689 - \$20, 018

2135/2009	AGRICULTURAL TECHNICAL OFFICER [DAIRY RESEARCH]
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Responsible to the Agricultural Officer [Dairy Research] in providing assistance in conducting dairy research trials, collecting trails on dairy. Assist Agricultural Officer [Dairy Research] in transferring of technology on dairy production to livestock officer & farmers. Control herd breeding programme at KRS dairy, breed improvement duties and providing Agricultural Officer [Dairy Research] with information regarding availability of breeding stock. Assures that all items needed for he KRS dairy section & farm is readily available in the stores. Maintain stores & assist Agricultural Officer [Beef Research] in managing financial, human & physical resources at the KRS farm. Provide progress reports for the work at KRS dairy farm. Direct supervision of subordinate staff at the KRS dairy farm.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

Salary: PRO4 \$15, 689 - \$20, 018

2136/2009	AGRICULTURAL TECHNICAL OFFICER [GOAT RESEARCH]
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Responsible to the Agricultural Officer [Beef Research] in providing assistance in conducting goat research trials, collecting trial results and assisting in analyzing scientific research trials on goat. Assist Agricultural Officer [Beef Research] in transferring of technology on goat production to livestock officer & farmers. Control herd breeding programme at SRS goat farm breed improvement duties and providing Agricultural Officer [Beef Research] with information regarding availability of breeding stock. Assures that all items needed for all the SRS goat section & farm is readily available in the stores. Maintain stores & assist Agricultural Officer [Beef Research] in managing financial, human & physical resources at the SRS farm. Provide progress reports for all the work at SRS goat farm. Provide progress reports for the work at SRS goat farm. Direct supervision of subordinate staff at the SRS goat farm.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

Salary: PRO4 \$15, 689 - \$20, 018

2137/2009	AGRICULTURAL TECHNICAL OFFICER [AH & P – BA / TAVUA]
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Responsible to the Agricultural Officer [AH & P – North/West] for the co-ordination, planning and execution of all livestock production and extension activities, animal health & enforcement of laws and regulation relating to livestock under the animal health act in the province. Supervise and co-ordinate work programme, clinical, regulatory, disease eradication, meat inspection and surveillance, animal license and dog campaign. Prepare monthly, quarterly and yearly

reports and provide technical service to field staff on animal production matters.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

Salary: PRO4 \$15, 689 - \$20, 018

2138/2009	AGRICULTURAL TECHNICAL OFFICER [DAIRY INSPECTION]
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Responsible to the Principal Veterinary Officer through the Agricultural Officer [Regulatory] for the enforcement of and compliance to the Dairies Act Cap 118 under the laws of Fiji. Inspection and Registration of all dairy farms that are compliance to the dairies act and submission of timely reports. Prepare weekly, monthly and annual report and updates on the hygiene status and Dairy shed improvements required under the act. Provide technical advice to locality staff and farmers on dairy hygiene, monitoring and milk machine cleanliness. Coordinate with farmers for inspection programmes and related issues. Collect milk samples from the farms to the Veterinary Laboratory and relay results to farms with appropriate action list. Adhere that proper transportation of all raw milk are done from farms to the Dairy Company. Coordinate and prepare programmes for Inspection and Registering of Dairy farms nationally and also assist in regulatory activities.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

Salary: PRO4 \$15,689 - \$20,018

2139/2009	AGRICULTURAL TECHNICAL OFFICER [AH & P - BUA]
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Responsible to the Agricultural Officer [AH & P – Macuata] for the co-ordination, planning and execution of all livestock production and extension activities, animal health & enforcement of laws and regulation relating to livestock under the animal health act in the province. Supervise and co-ordinate work programme, clinical, regulatory, disease eradication, meat inspection and surveillance, animal license and dog campaign. Prepare monthly, quarterly and yearly reports and provide technical service to field staff on animal production matters.

Qualification: Qualifications required for appointment as Agricultural Assistant with a pass in R (1) Exam and at least 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in another organisation. Consistently good reports and assessed potential and ability to supervise and control staff. Ability to perform effectively in rural situations; **OR** A good degree and assessed at interview to have potential to reach at least Principal level.

Salary: PRO4 \$15,689 - \$20,018

2140/2009	TECHNICAL OFFICER II [VETERINARY PATHOLOGY LABORATORY]
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Responsible to the Senior Veterinary Investigation Officer /Veterinary Pathologist for the overall day to day running and technical operations of the Veterinary Pathology Laboratory. Supervise the preparation of the equipments and reagents for the performance of post-mortems examinations of dead animals, parasitology examinations, histopathology preparations, biochemistry and haematology, serology, bacteriology, mycology and microbiology. Assist, guide and support technical staff in the disciplines of the Veterinary Pathology Laboratory. Prepare indents for laboratory reagents, chemicals equipment and monitor the utilisation rate of reagents and chemicals and maintaining stock for the smooth running of the technical activities of the laboratory.

Carry out factory inspection for the development of the database for the HACCP operations and compliance to health standards. Carry out staff training in laboratory technology internally and also provide this service to field staff and students as and when required. Oversee the preparation of individual technical reports from the various disciplines for the Veterinary Pathologist to peruse

Qualification: Qualifications required for appointment as Senior Technical Assistant and around 2-3 years service in that grade or equivalent and/or relevant skills and experience in this particular field in any other organisation. Ordinary Technicians Diploma or equivalent relevant qualification in his field eg. Meteorological Observer Senior Examination Q[1].

Salary: STO4 \$15,689 - \$20,018

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WITHDRAWAL OF VACANCIES

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FPSOC NO	VACANCY NO	POST
MINISTRY OF HEALTH		
5/2009	250/2009	Director Nursing [Re-Advertised] – withdrawn.
MINISTRY OF FINANCE		
13/2009	607/2009	Manager [Policy Unit] – applicants do not have relevant experience in these areas.
13/2009	608/2009	Manager [Tenders Unit] – applicants do not have relevant experience in these areas.

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For further enquiries of advertised vacancies please contact the respective Post Processing Managers of Ministries and Department.

However should you require additional information do not hesitate to email: atamanikaiyaroi@govnet.gov.fj or telephone Alumita Tamanikaiyaroi on 3314588 ext 238 of the Public Service Commission.

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Items for publication in the next issue of the Fiji Public Service Official Circular should reach the Commission as follows:

Circular dated: 31/10/2009
Before noon: 15/10/2009
Circular dated: 15/11/2009
Before noon: 31/10/2009

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